

memo

memo no: 785
to: All Lifebridge Staff and Volunteers
from: Bronwyn Mitchell
date: 22 April 2020
subject: COVID-19 Response Update – JobKeeper Wage Subsidy Scheme

Dear Lifebridge Staff and Volunteers,

JobKeeper Wage Subsidy Scheme

The focus this week continues to be preparing information for submission to the ATO to ensure Lifebridge receives the JobKeeper Wage Subsidy on behalf of its eligible employees.

If you haven't done so already, please send through the Employee Nomination Form attached with this Communications to human.resources@lifebridge.org.au. This form **must be** completed by all permanent and permanent-part-time employees employed by Lifebridge as of 1st March 2020. It must also be completed by eligible casual staff. To be eligible, casual staff need to be employed by Lifebridge on a regular and systematic basis from 1 March 2019.

Please remember that the JobKeeper Wage Subsidy Scheme runs for 6 months through to the of September 2020. Your Employee Nomination Form must be received for any subsidies to be passed on to employees in the future.

Eligible staff who have submitted their Nomination Form and received less than \$1500.00 in either of the last two pay fortnights will receive "top-up" pay to \$1500.00 before tax. "Top-up" pays for this period will be processed by 30th April 2020 in accordance with the requirements of the ATO.

If you have any questions regarding the JobKeeper Wage Subsidy Scheme, please contact your Departmental Manager or Amanda Chadwick, Business Services Manager.

General Update

- Lifebridge can confirm there are no reported or confirmed cases of COVID-19 amongst our staff, customer and/or carer population.
- We remind all staff to maintain vigilance in adhering to all social distancing and hygiene protocols. Even as things seem to be relaxing, some services reinstated and restrictions reduced, please do not become complacent. We continue to service the most vulnerable in our community and it is imperative that we maintain strict protocols to ensure the health and wellbeing of our staff, customers and families.
- We continue to have available all PPE and hygiene product to be used in the provision of supports for the protection of you, our customers, co-workers and families. PPE and products including gloves, face masks, waterproof booties, hand sanitiser, disinfectant and hand towels are available at our Kingscliff offices, Monday – Friday 8.30am – 3.30pm. Wherever possible, please bring your own dispensers to be refilled from the bulk products we have sourced.

- Please continue to monitor your Lifebridge email address for regular staff communications and updates. Please check your VisiCase roster daily in the event of any significant changes to services.
- The Work, Health & Safety Committee continue to represent the interests of all staff and your Chairperson and HSR's are an escalation point for any WHS and COVID-19 related issues or concerns.
- All staff and volunteers are encouraged to receive the current influenza vaccination (flu shot). The 2020 flu vaccine is now available through most pharmacies and GP's. Once completed, please forward your Certificate to human.resources@lifebridge.org.au to be retained on your personal file. Although not mandatory, health authorities are advising likely worst case scenario if someone is infected with both the COVID-19 virus and influenza.
- All direct care staff are reminded that if unwell, no matter how slight the symptoms, you must avoid contact with others and stay at home. If you have been in contact with a confirmed case of COVID-19 you must self-isolate from work for a period of 14 days. **Please do not come to work.** If staying at home places you under financial hardship, please contact Amanda Chadwick in Business Services.
- A reminder to all staff of our Employee Assistance Provider, Kaye Laemmle who is available to provide confidential counselling services. If you are feeling overwhelmed or concerned, we encourage you to call Kaye on 0410 618 330.

On behalf of the Lifebridge Executive Team and the Board we again extend our enormous admiration and gratitude to the amazing work being conducted by all Lifebridge staff during this period. Your dedication and commitment to each other and your customers is truly amazing. We know this because we see it every day in the work you perform under difficult circumstances and we hear it from our customers. During our daily welfare checks with customers and families we are constantly receiving wonderful feedback and glowing praises about our fantastic support staff. Lifebridge is a lifeline for many.

A very big thank you and please continue to be safe and take care of each other.

Regards,



Bronwyn Mitchell
Chief Executive Officer
Lifebridge Australia Ltd.